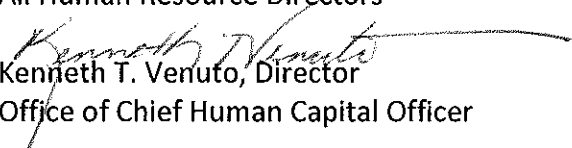




Department of Energy
Washington, DC 20585

JAN 4 2013

TO: All Human Resource Directors

FROM: 
Kenneth T. Venuto, Director
Office of Chief Human Capital Officer

SUBJECT: Policy Memorandum # 9
Establishing and Maintaining Competitive Level Codes

PURPOSE: The purpose of this memorandum is to establish Departmental requirements on the establishment of Competitive (Comp) Level Codes. Each Servicing Human Resources Office (SHRO) and Shared Service Center (SSC) must adhere to these requirements adapted from the Code of Federal Regulations (CFR) 351.403 (a)(1) for their serviced organizations. Due to growing concerns of the federal workforce and any possible future restructuring efforts, we are requiring each office to begin a comprehensive review of their comp level codes upon receiving this memorandum.

REQUIREMENTS: Comp levels must be established for all positions within a competitive area which are in the same grade (occupational level and classification series), and are similar enough in duties, qualification requirements, pay schedules, and working conditions such that an incumbent could be reassigned from one position to another (within the comp level), without undue interruption. The assignment of positions to comp levels must be based on an official classified position description, not an employee's individual qualifications.

The key is to identify those positions where the work is related and requires like skills that could be learned within 90-days, in the event an employee has to be reassigned to another position within the comp level.

Other factors may also include an employee's official tour of duty (e.g., full-time, part-time, seasonal, or intermittent work schedules), formally designated training or developmental programs, supervisory or non-supervisory status, competitive and excepted service appointments. Such factors must be examined within each competitive area separately.

Examples of the above mentioned requirements are:

1. **Work schedule(s) – Tour of Duty:** Otherwise identical full-time and seasonal positions are placed in separate comp levels even when the organization conducts a Reduction-In-Force (RIF) while seasonal employees happen to be working a full-time schedule. Alternate work schedules, i.e. regular telework schedules, are not a factor in the comp level code process.

2. **Formal Training Programs:** Separate comp level codes must be established for positions filled as part of a formally designated trainee or developmental program.
3. **Appointment Type:** Employees who are in the competitive service, on temporary appointments must be identified separately (apart from those on permanent appointments) in this process. Excepted employees with temporary appointments of 1-year or less can be included in a comp level provided that they have completed more than 1-year of current continuous service under the same type of appointment.
4. **Supervisory and/or Managerial Positions:** Separate comp levels for supervisors and/or managers (as defined by OPM's General Schedule Supervisory Guide (GSSG)), and in 5 USC 7103 (a) (10 (and (11), shall not be assigned to a comp level that contains non-supervisory or non-managerial positions. Additionally, since the duties and responsibilities of the GSSG manager/supervisor and the 7103 supervisor and management official differ substantially, SSCs and SHROs may opt to place employees in each of these categories in separate comp levels (if applicable).

The following provides procedural guidance on how to establish and maintain your organizations comp level codes:

- Use the organization roster to group like series (501, 801, 1102, etc.). Include the name and position descriptions of employees listed in the particular series.
- Group like series according to grade levels (example: group all GS-0501-12's together, or GS-0501-11's together, or GS-0501-09's together, etc.).
- Review position descriptions of the employees falling within the same series and same grade to determine whether the duties and/or job requirements are similar.
- Group positions with similar duties/job requirements that fall within the same series, grade, and commuting area in the same comp level code.
- Use the comp level code sheet to record the data.
- Maintain and save the comp level code sheets and record them in a comp level code tracking log.

Additional guidance will be issued for Administrative Furlough's, however, further information regarding comp level codes may be found by visiting:

<https://www.opm.gov/services-for-agencies/workforce-restructuring/reductions-in-force/>

<https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-shutdown-furloughs.pdf>

<http://www.opm.gov/furlough2011/%20>

We will continue to make a concerted effort to keep all Human Capital staff updated on any

changes or updated guidance regarding workforce restructuring. If you have any questions relating to this guidance, please contact Tiffany Wheeler, of the Office of the Chief Human Capital Officer, Human Capital Policy Division on 202-586-8481 or by email, tiffany.wheeler@hq.doe.gov.

Attachments

Appendix A – Process worksheet

Comp Level Codes Document

Appendix A

COMPETITIVE AREA:
OCCUPATIONAL SERIES:
GRADE:
COMPETITIVE LEVEL:

POSITION NUMBER	INCUMBENT	TITLE